

Part 408 - Records

Subpart B – Files Maintenance

CO408.31(l)(2)(ii)

§CO408.31 Electronic Records.

All Colorado offices will implement a uniform process for the filing of all Natural Resources Conservation Service (NRCS) records using an electronic filing system. The electronic filing system must follow the same guidelines used in our existing directives filing system. For general recordkeeping policy concerning electronic filing of documents, refer to General Manual 120 Part 408.31.

(b) Labeling.

All posted documents will have to follow the following naming convention, note the following example:

SO-ADS-Orders_JobWorkDely

- (1) “File names” or “job names” must be less than 25 characters in length.
- (2) The first two characters of the “file name” or “job name” are to identify the office the record is originated from, e.g. SO, A1, A2, A3, A4 and followed by a hyphen “-”.
- (3) The next three characters identify the primary subject by using the appropriate symbol, e.g. ADM, SPA, PER and followed by a hyphen “-”.
- (4) The remaining 18 characters are a condensed version of the subject line which will identify the record.

(l) Maintenance.

The electronic filing system is located on the shared drive of the State office and the Area offices: S:\Service_Center\NRCS\GENERAL_FILES. For additional information on the shared drive location, refer to Colorado Exhibit §CO408.67.

- (1) In Field offices, the \General_Files_State_and_Area folder will be a link to their Area office server. The Area offices will be linked to the State office server.
- (2) There are two folders located in this folder.
 - (i) \General_Files_Local_
 - (ii) \General_Files_State_and_Area.

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CO408.31(1)(3)

(3) The \General_Files_Local_ folder is to be used for records for the local office and the State and Area offices as a working folder for records in progress. Once the record is finalized it may reside in this folder only if it is intended for distribution/use at your location. If records created by the State and Area offices are intended for the all offices, they should be moved to the \General_Files_State_and_Area folder.

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